

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – ACCOUNTANT

QUALIFICATIONS

Possession of a Bachelor's degree in accounting.

Previous experience with financial accounting software.

SKILL PREPARATION

Experiential knowledge of office procedure and practices.

Proficiency in computer operation and competence with related software.

Ability to multi-task with accuracy, speed, efficiency, and minimal direction while maintaining attention to deadlines.

Ability to act and work independently, displaying decision-making skills as required.

Ability to interact in a positive and professional manner with employees and the public.

BOOKKEEPING DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Business Manager for the completion of all assigned tasks.

Handle information with professionalism, discretion, and confidentiality.

Oversee the District's general ledger insuring its accuracy for all funds by coordinating data entry and maintenance with the bookkeeper and assistant business manager.

Prepare all financial transactions, both receipts and disbursements, for data entry by assigning the proper account codes to each transaction.

Prepare journal entries as necessary to record any internal transactions such as salary and benefit charges or to make necessary corrections.

Oversee balances in all District bank accounts and insure necessary funds are available in each account.

Assist in outlining cash flows and investigating available cash for investment.

Record and track all dental and vision disbursements to insure each employee remains within Board approved limits.

Oversee the printing of accounts payable checks from all funds.

Assist in development of the annual budget in consultation with Business Manager, Assistant Business Manager, Superintendent, and Finance Committee Board members.

Analyze budgetary accounts periodically and estimate funds available for expenditure.

Analyze professional service contracts and coordinate bids for services and equipment as needed.

Assist in completion of annual applications for District insurance policies.

Assist local and state auditors with the collection of information used in the audit process.

Resolve any problems which may arise between a vendor and the District.

Prepare the following financial reports when required:

- Monthly budget reports
- Monthly treasurer's report
- Monthly check registers for treasurer's report
- Annual IRS 1099 reports
- Quarterly federal cash reports
- Final federal completion records
- Annual utility realty tax report

Provide backup to Payroll Coordinator, Bookkeeper, and Tax/Census Coordinator, when necessary.

Discharge all other assignments properly delegated by the Business Manager or Assistant Business Manager.

EVALUATION

Evaluation will be conducted annually by the Assistant Business Manager in the areas of skill preparation, job performance, and interpersonal skills.

Approved by Board of School Directors 03/07/11